

GLENDIVE JOB SERVICE WORKFORCE CENTER

211 S. KENDRICK AVE. ~ 377-3314



24-HOUR JOB INFORMATION 377-5823
FAX 377-5831

FOR THE MOST UP-TO-DATE PREVIEW OF JOBS:

JOBS ON-LINE: <http://jobs.mt.gov>
GLENDIVE JOB SERVICE WEBSITE: www.glendivejobs.mt.gov

HOURS:

MONDAY, WEDNESDAY, THURSDAY, FRIDAY 8:00 AM – 5:00 PM

NEW → TUESDAY 8:00 AM – 1:30 PM & 3:30 PM – 5:00 PM **← NEW**

**If you were recently laid off because of a business closure,
Job Service may be able to help with training or relocation.**

1113830 BOOKKEEPER/OFFICE ASSISTANT Full-time, Monday - Friday, from 8:30 a.m. - 5:30 p.m. Requirements include: ability to keyboard accurately and efficiently; 10-key calculator, work with numbers, detail oriented, well organized, multi-task and work 5 days per week in a fast-paced environment unsupervised. Salary is \$8 - \$12 per hour, depending on qualifications and experience, plus benefit package. Open until filled.

Glendive Sales Corporation/Generic application (TRAY 1), complete and return to Job Service.

1113829 SALES ASSOCIATE Full-time and/or part-time, days and shifts will vary to include weekends. Retail sales experience preferred, but not required. Pay will depend on experience.

Glendive Clothing Company/Generic application in TRAY 1, return to Job Service. (Mail)

1113828 BARTENDER Part-time or full-time, 4:00 p.m. to 2:00 a.m. on varied nights. No experience required but must be able to be on your feet the entire work shift. \$8.50 per hour.

Oasis/Complete generic application, TRAY 1, then call Randy Lovaas to schedule a time to meet, 377-5755.

1113827 CLINIC BUSINESS MANAGER Full time exempt position. Responsible for all clinic business operations including insurance billing, collections, reception, and scheduling. Experience with Meditech/LSS and accounting background preferred. Bachelors in Business Administration and/or equivalent experience in related field required and 3 years supervisory/management experience preferred. Competitive salary and benefits including health, dental, vision, life insurance, and 401(k). Open until filled. EOE/AA

Glendive Medical Center/ Go to www.gmc.org to fill out an application

1113826 VAN DRIVERS Full-time, part-time and seasonal openings. Hours worked will vary. Requirements include: ability to pass pre-employment drug test, clean driving record for the past three years, ability to pass a seven year criminal background check, and ability to pass a DOT physical. \$.18 - \$.21 per mile, depending on experience, plus \$9.60 per hour while waiting. Open until filled.

Coach America Crew Transport/Generic application in TRAY 1, return to Job Service. *Application must be complete to be considered.* (Mail)

1113825 DIRECTOR OF PHARMACY SERVICES Full-time position. Must be a licensed Pharmacist, with five years experience in the field, and have three years of supervisory/management experience. Hospital and retail pharmacy experience preferred. Competitive salary; benefits include signing bonus and relocation assistance.

Glendive Medical Center/ Apply on-line at www.gmc.org. Go to Careers and then click on Career Opportunities.

1113824 PERIOPERATIVE CARE TECHNICIAN Full-time, scheduled Monday - Friday from 7:00 a.m. - 3:30 p.m. Must have computer experience; BLS (Basic Life Skills) certification required within six months of hire. Previous healthcare experience desired. \$9.42 per hour.

Glendive Medical Center/ Apply on-line at www.gmc.org. Go to Careers and then click on Career Opportunities.

1113734 COACHES and ADVISORS Various positions open. At the high school level -- Head Volleyball Coach, Assistant Football Coaches, Z-Club Advisor, National Honor Society Advisor and Senior Video Producer. At middle school level -- Assistant Intramural Football Coach, Girls Intramural Basketball/Volleyball Coach, Assistant Track Coach and Pep Club Advisor. Applicants must pass a fingerprinting background check. Open until filled.

Glendive Public Schools/ For more information, or to apply, contact Jim Germann, Superintendent of Schools, at 900 N. Merrill Avenue, or call at 406-377-5265.

1113733 CARPENTER HELPERS, FRAMERS, and LABORERS Immediate openings for full-time, temporary positions. Will work approximately 3 - 4 months on the new retirement home project. Must be physically fit, have reliable transportation or ability to get to job site, and be drug free. Pouch with hand tools preferred. Pay will depend on experience.

Guns & Hoses/Applicants are to call Jon Whitefield at 406-600-5780.

1113541 WAREHOUSE CLERK Full-time, 40 hours per week, with possible overtime. Requires ability to do shift work. Also requires basic computer skills, ability to lift 45 pounds, and ability to pass pre-employment drug testing and a background check. Previous experience preferred, but not required. Training is provided. Pay is \$11.00 per hour. Benefits include holiday, vacation, health, dental, vision and 401k package.

Company application available in TRAY 26. Return completed application AND A RESUME to Job Service. (Fax)

1113259 SHOP SPECIALIST in Circle. Full-time. Requires a valid MT driver's license, CDL w/hazardous endorsement would be a plus. Job will require heavy lifting, using hand tools, air and power tools, standing, walking, bending and driving. Pay is negotiable, depending on experience with health insurance and 401k.

Farmers Union Oil/Call Shonda Heide or Larry Kwasney at (406) 485-3475 to get the company application.

1113823 MECHANICAL SHOP LABORER Two (2) positions available. Full-time Mechanical Laborer, subject to shift work. Requirements include: Valid driver's license, Commercial Driver's License is preferred. Mechanical, electrical and / or welding vocational or on-the -job training is strongly preferred. Full rate: approx. \$19.24, entry rate: \$16.16. All applicants are required to undergo a hair drug test which detects the presence of illegal drugs for months prior to testing. Successful applicants may undergo additional drug testing, depending on the category of job worked. Apply by midnight on August 11th.

Burlington Northern Santa Fe/All applicants MUST apply on-line at www.bnsf.com/careers

1113730 CONSTRUCTION EQUIPMENT MECHANIC based out of Dickinson, North Dakota. Full-time, working 50+ hours per week during construction season, with opportunity for year round work. Will travel throughout North Dakota and Eastern Montana. Requirements include: experience or training in diesel mechanics; valid driver's license; and have own hand tools, including impact tools. HAZMAT certification would be a plus. Salary will depend on experience and qualifications.

Martin Construction/Company application in TRAY 9, return to Job Service. (Fax)

1113344 DESK CLERK Full-time or part-time. Varied days and shifts (either 7 a.m. - 3 p.m. or 3 p.m. - 11 p.m.) available. Requires good money handling skills, 10-key experience and ability to work well with the public. Some computer experience preferred but not required. Employer will train. \$6.55 per hour and up, depending on experience.

Best Western Glendive Inn / Jordan Inn/Apply directly at the front desk.

1113822 PACKAGE CENTER SUPERVISOR Part-time position working Mon-Fri, 4:30 p.m. – 10:00 p.m. Must be independent, a self-starter, have the ability to multi-task and lift 70 pounds unassisted. 1 year computer, customer service and supervisory experience preferred. Pay is \$1,430 per month; full health benefits package; college tuition assistance available.

United Parcel Service/To apply, log on to: www.upsjobs.com Select Job Search, select Professional, search MT

1113821 DEDICATED CASE MANAGER Full-time, permanent position. Requirements include: clean driving record; strong organizational and record keeping skills; ability to work well with state and federal organizations; ability to work in stressful situations; and ability to handle rotating crisis line shifts. Degree and/or experience in social services preferred, specific training will be provided. Starting wage is \$10.00 per hour and up, depending on experience, plus benefits.

Glendive Mental Health Center/Company application in TRAY 11, return to Job Service. (Mail)

1113820 TIRE TECHNICIAN Full-time Tire Technician. Will work Monday - Friday from 8 a.m. - 5 p.m., and Saturdays from 8 a.m. - noon. Requires ability to lift 50 - 100 pounds repeatedly, without assistance. Employer will provide training, however, some knowledge would be helpful. Will be mounting and repairing tires using air and hydraulic equipment. \$8.00 per hour and up, depending on experience.

Birdsall Tire/Generic application available in TRAY 1 at Glendive Job Service, return to Job Service. (Mail)

1113818 SECRETARY/RECEPTIONIST Full-time position working Monday - Friday, 8 a.m. - 5 p.m. Requires general office and computer skills. Pay is \$8.00 per hour and up depending on experience and qualifications. Open until filled.

Glendive Plumbing & Heating/Generic application in TRAY 1, return completed application to Job Service. (Mail)

1113727 CUSTOMER SERVICE MANAGER/ROUTE SALES Full-time, five days per week, approximately 12-hour days. Must have a clean driving record and pass a criminal background check. Pay is \$200 per day during training then base salary + commission once trained; full commission after supervisor evaluation. No CDL required for this position. Apply by August 15th.

Schwan Food Company/Apply online at www.schwansjobs.com OR call Jerry Wznick, 406-482-5147.

1113466 COOK Part-time position. Will be trained for both a.m. and p.m. shifts; will work varied days with rotation of weekends and holidays. Previous related experience in restaurant or institutional food preparation preferred. \$8.93 per hour.

Glendive Medical Center/ Apply on-line: www.gmc.org Go to Careers and then click on Career Opportunities.

1113779 SEASONAL CONSTRUCTION WORKER in Circle, Montana. Full-time position. Requirements include: high school diploma or equivalent; Class A Commercial Driver's License or ability to obtain one; must not be color blind; and ability to lift up to 100 pounds. Prefer computer skills. No experience required, however must be able to be trained to operate construction equipment and perform construction duties. \$12.00 per hour to start. Open until filled.

Mid-Rivers Communications/Company application in TRAY 16, return to Job Service. (Mail)

1113726 RESIDENTIAL HABILITATION TECHNICIANS Part-time and Substitute openings to work in group homes. Flexible positions -- can meet the scheduling needs of most individuals. Requires ability to pass criminal background check. No experience required. Starting pay is \$8.35 per hour; some positions may have benefits available. A \$600 sign-on bonus will be paid to any new direct care employee hired -- stipulations for receiving bonus apply. openings to work in group homes.

Eastern Montana Industries/Company application in TRAY 19, return to Job Service. (Mail)

1113725 GROUP HOME MANAGER Full-time position. Entry-level supervisory position working Wednesday - Sunday, from 2 p.m. - 10 p.m. Requirements include: flexibility; excellent communication skills; and ability to pass criminal background checks. \$9.35 per hour to start; plus benefit package.

Eastern Montana Industries/Company application in TRAY 19, return to Job Service. (Mail)

1113723 WAITER/WAITRESS Part-time Waiter/Waitress, could possibly lead to full time. Days and shifts will vary. Pay will depend upon experience. Open until filled

Gust Hauf/Fill out Generic Application (Tray 1) and return to Job Service. (Mail)

1113722 COOK Part-time Cook, could lead to full-time. Days and shifts will vary. Pay will depend on experience. Open until filled

Gust Hauf/Fill out Generic Application (Tray 1) and return to Job Service. (Mail)

1113618 RETAIL REPLENISHMENT ASSOCIATE Part-time to work from 4 a.m. - 12 p.m. and/or 5 p.m. - 10 p.m. on varied days. Requires ability to lift up to 50 pounds. Employer will provide training. Pay starts at \$8.00 per hour.

Kmart/Apply on-line at www.kmart.com

1113532 PHYSICAL THERAPY ASSISTANT – HOME CARE/HOSPICE Part-time, working 20 - 24 hours per week. Must be licensed, or eligible in Montana, as a PTA; knowledge of biomechanics, physiology, anatomy and neurology necessary. Prior experience in home care or healthcare setting preferred, but not required. \$15.27 per hour.

Glendive Medical Center/ Apply on-line: www.gmc.org Go to Careers and then click on Career Opportunities.

3512336 CARPENTER in Sidney, Montana. Will work 7:00 a.m. – 5:30 p.m., Monday – Thursday. Must be able to lift 50 pounds, stand, and bend. Must have transportation to work site. Framing, hand and electrical tools experience preferred. Employer is willing to train. Wage depends on experience.

S-H Construction/Generic application in TRAY 1, return to Job Service. (Mail)

1113774 PAYROLL CLERK/INSURANCE BILLER Full-time, working 40 hours per week, Monday - Friday. Requirements include: high school diploma or equivalent; ability to work independently and to constantly be multi-tasking; and a typing test at Job Service. Knowledge of accounting principals and at least one year in payroll/insurance billing are preferred.

Glendive Medical Center/Apply on-line at www.gmc.org -- Go to Careers and then click on Career Opportunities.

1113614 CARPENTRY LABORER Full time permanent position as well as Summer Positions. 40 hours per week. Experience desired in general concrete, framing, drywall, perfataping, texturing, remodeling and new construction. Should have own hand tools and tool belt as well as a valid Drivers Licensee and transportation to and from work. References required. Pay depends on experience.

Fill out generic application in Tray 1 and return to Job Service with references. (Fax)

1113817 CEMETARY WORKERS Cemetery Worker --Two (2) full-time, temporary position to work approximately 2 months. Will work Monday - Friday, 7 a.m. - 4 p.m., with some weekend work due to funerals. Duties include: lawn care - mowing, raking and watering; trimming and cutting down trees; equipment maintenance; install, replace and move water systems; opening and closing graves; and other duties as assigned. \$7.50 per hour.

Dawson County Cemetery/ 511g application available in TRAY 1 at Glendive Job Service; return completed application to Job Service.

1113603 WEBMASTER/SALES Part time, flexible schedule. Duties include: Develop/Design and maintain the businesses website be responsible for shipping merchandise as internet orders come in. Must be able to use a digital camera. Pay depends on experience.

Complete 511g application in Tray 1 and return to Job Service. (Mail)

1113816 RELIEF HABILITATION AIDES to work as needed only, no guarantee of hours. Requirements: High school diploma or GED, valid MT driver's license, minimum age of 18, ability to lift at least 50 pounds, verbal and written communication skills, and ability to assist individuals in a kind way. Employer will train. \$9.00 per hour.

Sky Reach Youth Home/Company Application in TRAY 20, return to Job Service. (Mail)

1113815 WEATHERIZATION INSPECTOR Full-time position. Requirements include: high school diploma or equivalent; valid driver's license; record keeping, organizational and computer skills; building trade and knowledge of furnace operation; one year of experience on the job maintaining comprehensive records; two years experience in either the building, mechanical or HVAC trades and working with hand and power tools; ability to lift a minimum of 50 pounds; and freedom to travel extensively. \$9.68 - \$14.51 per hour, depending on experience; benefits included. Apply by 3:00 p.m. on August 20, 2008.

Action for Eastern Montana/Job Description, Company Application and Supplemental Questions available in TRAY 14, return application and answers to Supplemental Questions to Job Service. (Hold)

1113814 WORc CASE MANAGER Position located in Glendive. Full time with benefits. Required skills to include: excellent computer skills & knowledge, both written and oral communication skills, ability to work with a large diversity of people in all types of situations, problem solving and crisis management. Education requirements: A minimum of 2 years College in Human Services/Social Services or commensurate experience. Position is located in Glendive and serves counties of Dawson, Wibaux, Carter and Fallon. Wage is \$12.00 per hour.

WORc Program/ Complete Generic Application (Tray 1) and return with resume to Job Service. (Mail)

1113813 SANDWICH ARTIST Full time 40 hours a week all days and shifts available Will be making sandwiches as ordered. No experience required. Training on site is provided by the employer. Will be discussed at interview. Must be able to stand on feet for entire work shift. Pay is \$6.55 per hour and up depending on experience.

Subway/Company application in TRAY 23. Take completed application to Subway before 10:30 a.m. or after 2 p.m.

1113772 COUNTER PERSON Full-time, working varied days and shifts, with rotating weekends. Must be available to work during the day, Monday - Friday. No experience is required; training provided by employer. Pay will be discussed at interview.

Subway/Company application in TRAY 23. Take completed application to Subway before 10:30 a.m. or after 2 p.m.

1113771 CASHIER Part time, 20-32 hours per week. Varied days, varied shifts, as scheduled, will work mainly evenings and weekends--must be flexible. Must be able to lift up to 50 pounds. No experience required, employer will train, money handling experience preferred. Will assist customers, operate cash register, stock, and clean. Store operation hours: 5:30 a.m. - 10:00 p.m. Pay depends on experience.

Westgate Cenex/Complete a generic employment application (Tray 1 at Glendive Job Service) and take to Misty Dinardi at Westgate Cenex between 6am-2pm M-F.

1113812 STAFF ENGINEERING ASSISTANT – SURVEYING Full-time position. Requires an Associates Degree with a strong technical emphasis, OR, four years related work experience. Travel and overnight stays are required. Education or experience in surveying and AutoCAD is highly desired. Competitive wage and benefit package. Apply by August 13, 2008.

Williston Basin Interstate Pipeline Company/Company Application in TRAY 13. Return application, resume and copy of transcripts to Job Service.

1113666 DAWSON COUNTY HEALTHY COMMUNITIES COORDINATOR Half time position with flexible schedule. Anticipated start date in September. Requirements include: high school diploma or equivalent; valid driver's license; organizational and computer skills; knowledge of community and good rapport with people of all ages; ability to read, write and communicate well both

orally and in writing; ability to lift at least 50 pounds; ability to work independently; and enthusiasm, energy and self motivation. College degree in education or human service field is preferred. \$14.00 - \$15.00 per hour to start. Closes August 22nd at noon.

Dawson County Healthy Communities Coalition/Job Description and County application in TRAY 5. Return application, along with a cover letter and resume, to Job Service. (Mail)

1113664 REGISTERED NURSES Full-time and part-time openings. Will work varied days and/or shifts, with rotation of weekends and holidays. Requires current Montana RN license and two years of experience. Competitive wages, with relocation assistance and a sign on bonus also available.

Eastern Montana Veterans Home/Apply on-line: www.gmc.org Go to Careers and then click on Career Opportunities.

1113811 HOUSEKEEPER Full-time, working varied days and shifts, with possible weekends and holidays. Previous related work experience preferred, but not required. \$8.00 per hour and up, depending on experience. Open until filled.

Eastern Montana Veterans Home/ Apply on-line: www.gmc.org. Go to Careers and then click on Career Opportunities.

1113717 SALES ASSOCIATE Part-time Sales Associate, to work graveyard shift 10 p.m. to 7 a.m. Mondays and Tuesdays with the possibility of more hours. Must be willing to participate in a background check. Employer provides training. \$8.25 per hour.

Holiday Station Store/Company application in TRAY 2; return to Job Service. (Mail)

1113716 KITCHEN HELPER Part time. Approximately 12 hours per week. Duties include cutting up meat and vegetables. Hours worked will be 3:30 to 6:30. \$7.50 per hour. Open until filled.

Li's Chinese Restaurant/Call Samantha, 377-5135 or cell # 939-3450.

1113662 FARM/RANCH HAND Full-time position. Requires experience working with cattle and horses, ability to ride horses and experience operating swather and baler. Housing is provided. Pay depends on experience, to be discussed with employer.

Grant Greiman/Call Grant at 406-687-3646. If you are unable to get a hold of him during the day, try between 6:00 a.m. - 7:00 a.m. or between 9:00 p.m. - 10:00 p.m.

1113601 LOCOMOTIVE ELECTRICIAN Previous railroad experience is a plus. Subject to shift work and must pass the shop craft aptitude test. All applicants are required to undergo a hair drug test which detects the presence of illegal drugs for months prior to testing. This position involves working in a variety of weather conditions, working in various locations, working variable hours, weekends, holidays, and overtime as required. Ideal candidate will be an experienced journeyman electrician. Journeyman electrician rate: \$23.10/hour. Entry rate for Apprentice: \$19.04/hour. Position will remain open until filled.

Burlington Northern Santa Fe Railway/All applicants MUST apply on-line at www.bnsf.com/careers

1113526 SALES PERSON/PARTS Full-time, to work 40 hours per week. Schedule will be either Monday – Friday, or Tuesday – Saturday, from 8:00 a.m. - 5:00 p.m. No experience required, employer will train. \$8.00 per hour to start.

Yellowstone Recreation Center/Generic application in TRAY 1, return to Job Service. (Fax)

1113525 LICENSED PLUMBER Full-time, to work 40 hours per week in and around the Glendive area. Will be scheduled Monday - Friday from 8:00 a.m. - 5:00 p.m.; some weekends and overtime may be required. There may be some traveling to specific locations and the work week would then be Monday - Thursday. Must be licensed. \$24.00 - \$28.00 per hour, depending on experience and qualifications, plus benefits.

Smitty's Plumbing & Heating/Interested applicants are to call Darwin at (406) 586-7800.

1113770 CAR WASH ATTENDANT/AUTO DETAILER Part-time, to work approximately 20 hours per week. Requires a valid driver's license, and must be friendly and able to work in a fast-paced, efficient manner. Employer will train. \$7.00 per hour to start.

Classic Car Wash/Generic application in TRAY 1; take directly to Classic Car Wash.

1113769 DESK CLERK Part-time, to work Saturday and Sunday, 7 a.m. - 3 p.m. additional hours are available. Must be dependable; computer experience is helpful. Employer will train. \$6.75 per hour to start.

Days Inn/Apply directly at the Days Inn, 2000 N. Merrill Ave., talk to Wynette.

1113768 PREP COOK Part-time or full-time, days and shifts will vary to include weekends. Experience is preferred. Must be able to lift up to 50 pounds. Pay will depend on experience and qualifications. Must be able to stand long periods of time. Position is open until filled.

Maddhatters/511g application (TRAY 1 in Glendive), return to Job Service. (Hold)

1113599 HOUSEKEEPER/DESK CLERK Part-time and/or full-time position to work 20 - 40 hours per week. Will work varied days, to include some weekends. \$7.00 per hour.

Riverside Inn/511g Application Tray 1/Return to Job Service. (Mail)

1113596 CHEF Full-time, days and shifts will vary to include weekends. Fine Dining preparation experience required. Must be able to complete food orders/food costs and menu analysis. Pay will depend on experience and qualifications. Able to lift 50lbs. Position is open until filled.

Maddhatters/511g application (TRAY 1 in Glendive), return to Job Service. (Hold)

1113809 WAITERS/WAITRESSES Part-time and full-time hours are available. Experience preferred, but not required. Employer will provide training. \$6.55 per hour plus tips.

CC's Café/Generic application in Tray 1, return to Job Service. (Mail)

1113766 WELDER Full-time position. Requirements include: understanding of welding procedures; ability to operate a forklift; and testing at Job Service for Basic Arithmetic, Mechanical Reasoning and Safety in the Workplace. \$10.00 - \$15.00 per hour, depending on experience, plus benefits.

Confidential/Generic application in TRAY 1, return to Job Service. (Call)

1113592 MAINTENANCE SUPERVISOR Full-time. Requires: 3 to 5 years experience in supervision of a multi-trade workforce; ability to interpret blueprints and engineering drawings; effective oral and written communication skills; training in skilled trade or equivalent technical training. Benefits include holiday, vacation, health, dental, vision & 401k package.

Company application available in TRAY 26. Return completed application AND A RESUME to Job Service. (Fax)

1113808 PROGRAM MANAGER Full-time position in Adult Mental Health Residential Services to work varied days and shifts. Requires Bachelor degree in a human service field, OR, at least three years of direct employment experience, in addition to holding a supervisory or leadership position for one year. Will be required to pass a First Aid course, CPR course, Medication Certification and H.E.L.P. training. \$25,500 annually; extensive benefit package after six months. Apply by August 7th.

A.W.A.R.E./Job Description and company application in TRAY 25, return to Job Service. (Mail)

1113807 MARKETING SPECIALIST Full-time position. Requires Associate or Bachelor degree in Marketing, Communications or Journalism, and superior oral and written communication skills. Must complete testing at Job Service (Office Grammar and Spelling, Office Math Skills, and Writing Sample – Advertising/Marketing). Experience in Outlook, Word, Publisher, Photoshop and Dream Weaver, and 2 years marketing experience, are preferred. Prior event planning and/or grant writing experience would be a plus. Competitive salary; benefits include health, dental, vision, life insurance and 401(k).

Glendive Medical Center/Apply on-line: www.gmc.org Go to Careers and then click on Career Opportunities.

1113805 CUSTODIAN Part-time, Monday - Friday, 6 hours per day (either 3:00 p.m. - 9:00 p.m. or 4:00 p.m. to 10:00 p.m.). Requires High School diploma or equivalent; must pass a pre-placement physical and fingerprinting background check. \$9.18 per hour; Life/Vision insurance (on employee only), vacation and sick leave.

Glendive Elementary School District – Lincoln School/School application available in tray 27; return completed application (must be notarized) to Job Service.

1113804 MAIDS to work approximately 30-40 hours per week during the summer months. Will be scheduled 5 days per week, to include weekends. Will work from 8:30 a.m. until finished, varied ending times - depending the workload. Must be able to bend, stoop, lift, and stand on feet for long periods of time. Employer will provide training. Pay starts at \$6.55 per hour.

Super 8 Motel/Generic application available in TRAY 1, take directly to the Super 8 Motel (1904 N. Merrill Avenue)

1113803 GRAIN ELEVATOR ASSISTANT Full-time position with regular overtime work required. Must be physically active during the work shift. A CDL will be necessary, however, not required initially. Employer will train and help you obtain your CDL. Pay will be discussed. FULL benefit package offered including health, dental, eye, retirement, 401k. Open until filled.

Farmers Elevator/Submit a resume OR generic application (TRAY 1) to Job Service. (Mail)

1113765 VIDEO RENTAL CLERKS Two openings. First position to work 24 hours per week; schedule will be Sunday (11am - 5 pm), Monday (10am - 4pm), and two other nights during the week (either 2pm - 8pm or 4pm - 10pm). Second position to work 18 hours per week; will work three nights per week (either 2pm - 8pm or 4pm - 10pm). Requirements include: energetic and focused; ability to handle the workload and fast paced environment; and ability to stand on feet for work shift. Pay will be discussed at interview.

Video Hot Spot/Company application in Tray 21, return to Job Service. (Mail)

1113764 SUBSTITUTE COOKS for elementary schools. Will work 3 - 6 hours per day, Monday - Friday. Must pass fingerprinting background check. \$8.25 per hour.

Glendive Elementary School District/School application available from Job Service, return to Job Service. (Mail)

1113763 ELEMENTARY TEACHER Part-time position. Starting date is August 18th. Must pass a fingerprinting background check. Various coaching positions also available.

Washington Middle School/Submit cover letter, District application form, resume, credentials or placement file and copies of transcripts to Job Service. For more information, contact Superintendent Jim Germann at 377-5293, Ext. 3. (Mail)

SUBSTITUTE BUS DRIVERS AND CUSTODIANS to work as needed. Must pass a fingerprint background check. Pay for Bus Drivers is \$10.27 per hour; pay for Custodians is \$9.18 per hour.

Glendive School District #1/Obtain application from Job Service.

1113581 AUTOMOTIVE TECHNICIAN Full-time, working Monday - Friday from 8 a.m. - 5 p.m. Requirements include: valid driver's license; ability to lift 80 pounds; your own hand tools; and ability to pass a pre-employment background check. Prefer experience in diesel and/or gas. Starting wage is \$12.00 per hour and up, depending on experience, plus health insurance.

American Ford/Generic application in TRAY 1, return to Job Service. (Mail)

1113293 COOKS Full-time and part-time openings, varied days and shifts. Prior experience highly desired. Employer will provide training. Pay will depend on experience.

Yellowstone River Inn/Apply directly at the Yellowstone River Inn.

1113292 DISHWASHERS Full-time and part-time openings. No experience required. Employer will provide training. Starting pay is \$7.00 per hour.

Yellowstone River Inn/Apply directly at the Yellowstone River Inn.

1113802 OFFICE CLERK Full-time, Monday - Friday, 8 a.m. - 5 p.m. Computer and accounting skills preferred. Duties include: photocopying, filing, answering phone, customer service, and other duties as assigned. Pay will depend on experience.

Pro Tax/Complete Generic application (tray 1), return to Job Service. (Call)

1113762 PERSONAL CARE AIDES Four part-time openings. Will work every other weekend (Saturday and Sunday) from either 7 a.m. - 1 p.m. or 1 p.m. - 7 p.m. in an elder-care group home. Requires certification in CPR. No experience or nurse aide certification required, employer will train. \$9.00 per hour.

Robison Care Center/Generic application in Tray 1. Take completed application directly to Patti Robison -- Robison Care Center at 408 Chestnut (Forest Park Subdivision).

1113714 CERTIFIED NURSE AIDES Full-time and part-time openings in long-term care. Will be scheduled varied day, afternoon and/or night shifts, with rotation of weekends and holidays required. Requires current CNA certification; previous related experience preferred, but not required. Pay is \$9.55 per hour, plus benefits. Potential retention bonus with this position.

Eastern Montana Veterans Home/Apply on-line: www.gmc.org Go to Careers and then click on Career Opportunities.

1113713 SERVICE ASSOCIATES Part-time positions. Requirements include: basic reading, writing, oral and arithmetic skills; one or two years of retail experience or equivalent; ability to lift and move merchandise (typically a minimum of 20 pounds, but could be as much as 100 pounds); and ability to understand and follow oral and written instructions. Starting wage is \$8.00 per hour and up, depending on experience.

K-mart/Apply on-line at www.kmart.com

1113712 TASK ASSOCIATES Part-time positions. Requirements include: ability to lift and move merchandise (typically a minimum of 20 pounds, but could be as much as 100 pounds); and ability to understand and follow oral and written instructions. Starting wage is \$8.00 per hour and up, depending on experience.

K-mart/Apply on-line at www.kmart.com

1113801 ASSISTANT LIBRARIAN Full time position 10 months per year. Requires two years of post secondary education plus two years of experience in a library setting or equivalent combination of education and experience. Prefer bachelors degree in library/information science, five years library experience, experience in an academic library. Experience with computer equipment and software, excellent writing and oral communications skills. See Position Announcement for further information. Open until filled.

Dawson Community College/Application form and Job Description TRAY 18. Return application with resume, cover letter, transcripts, 3 professional references to Job Service. (Mail)

1113800 BARTENDER Part-time, 20 - 30 hours per week, varied days. Shifts will be primarily day shifts, but could work into some night shifts. Experience is preferred, but employer is willing to train. Pay will depend on experience.

Range Lounge/Apply directly at the front desk of the Best Western Glendive Inn, 223 N. Kendrick Avenue.

1113709 RETAIL SERVICE ASSOCIATES Part-time positions. Will be required to work weekends and nights. Requirements include: ability to communicate effectively; one or two years of retail experience or equivalent; strong knowledge of unit integrity, layouts and pricing procedures; strong knowledge of Operations Workbench; strong organizational skills; ability to direct and handle multiple tasks and prioritize; and ability to lift and move merchandise (typically a minimum of 20 pounds). Starting wage is \$8.00 per hour and up, depending on experience.

K-mart/Apply on-line at www.kmart.com

1113708 SEASONAL ASSOCIATES Full-time, temporary position, to work 32 - 40 hours per week. Will replenish merchandise from stockroom and provide excellent customer service. Starting wage is \$8.00 per hour and up, depending on experience.

K-mart/Apply on-line at www.kmart.com

1113707 POLICE OFFICER Full-time; will work varied days and shifts, shifts are 12 hours in length. Requirements include: U.S. citizen; valid Montana driver's license; high school diploma or GED; good moral character as determined by a thorough background investigation; ability to meet POST physical standards; pass a Montana POST written test; not convicted of a crime in which could have been imprisoned in a penitentiary; and eligible to possess a firearm. Starting salary is \$2,293 per month, \$2,337 after 6 months and \$2,681 after one year – with benefit package includes. Position is open until filled.

Glendive Police Department/P.O.S.T. application and authorization form in TRAY 24, return to Job Service. (Call)

1113657 NIGHT AUDITOR 32-40 hours per week, will work 11 p.m. - 7 a.m. Experience preferred but employer will train. Requires good math and money handling skills with minimal computer experience. Open until filled.

Best Western Glendive Inn/Complete generic application (Tray 1) and take to front desk at the Best Western

2711990 SEASONAL COMBINATION TECHNICIAN - BAKER , MT (Position requires that individual must live close enough to reporting location so that individual is able to respond in the time allotted). The candidate should have excellent communications and organizational skills and the desire to work in a team environment. Must have, or be able to obtain, a valid Montana Driver's License. No experience required, however the candidate must be able to be trained in the Outside Plant job duties. Computer skills are preferred. Position will remain open until filled.

Mid-Rivers Communications/Company application TRAY 16. Return to Job Service. (Mail)

1113442 MAID Full-time, to work varied days to include weekends. Work starts at 8:30 a.m. until finished. Employer will provide training. Wage is negotiable.

Comfort Inn/Apply directly at the motel.

1113799 SUBSTITUTE PRESCHOOL TEACHER Varied hours on an as-needed basis, morning and afternoon sessions. Must possess excellent communication skills and the ability to work well with others. An early childhood background is preferred. Pay is negotiable, and will be based on experience and qualifications. Open until filled.

Busy Bear Preschool/Generic application in TRAY 1, return to Job Service. (Hold)

1113705 AFTER HOUR CLINIC NURSE Part-time, to work approximately 32 hours per week. Requires current nursing license (as LPN or RN) or certification as a medical assistant. Previous related clinic nurse experience preferred. Pay for Certified Medical Assistant is \$11.11 per hour; pay for Clinic Nurse is \$12.39 per hour and up, depending on experience. Position is open until filled.

Gabert Clinic/Apply on-line: www.gmc.org Go to Careers and then click on Career Opportunities.

1113511 FARM/RANCH WORKER in Circle, Montana. Seasonal position; however, could lead to year-round employment. Experience in tractor operation and fencing preferred. Pay will be discussed.

J Bar 9 Ranch Inc./Call Jerry Wittkopp, 406-485-2532. Must have references.

1113759 CUSTODIAN Full-time position. May work some evenings following campus events. Requirements include: high school diploma or equivalent; experience in custodial work; low pressure boiler's license, or ability to obtain one; and ability to work late hours if needed. \$9.07 per hour. Position open until filled; first application review July 3rd.

Dawson Community College/Job Description and college application available in TRAY 3; return cover letter, application and names/addresses/phone numbers of three references to Job Service.

1113758 ENGINEERING/PHYSICAL SCIENCE INSTRUCTOR Full time. Minimum Qualifications: Master's Degree in a Physical Science, Engineering or in a related field with 9 graduate credits in Physical Science or Engineering; Ability to advise Engineering Students; teach course work and have strong oral, written, interpersonal and public communications skills. Open until filled

Dawson Community College/ Return the following to Job Service: Complete DCC Application (TRAY 17), Letter of

Application, Resume', statement relating your philosophy of community college education, copies of college transcripts; names/addresses and phone numbers of three professional references. Application and job description are available at Job Service.

1113698 CUSTOMER SERVICE REPRESENTATIVES Full-time positions; work schedule can be Monday – Friday, 8 a.m. – 5 p.m. Keyboarding skills are required. Pay is \$7.00 per hour to start; eligible for pay increase after 90 day probationary period. Full-time employees eligible for benefits after 90 day probationary period. Sign-on bonus available to employees who work a minimum of 25 hours per week and stay employed for at least 30 days.

Novo 1/Company application in TRAY 12, return to Job Service. (Mail)

1113756 LIGHT DUTY MECHANIC Full-time position; schedule will normally be Monday- Friday, from 8:30 a.m. - 5:30 p.m. Requirements include: a valid driver's license; knowledge of and aptitude in automotive mechanics; and ability to stoop, bend, stand, reach and lift. Prior experience is preferred; however this employer will train in the specifics of the job. Pay is \$10.00 per hour and up, depending on experience. Open until filled.

Glendive Sales Corporation/Generic application in TRAY 1, return to Job Service. (Mail)

1113755 SALES CONSULTANT Full-time position, with unlimited earning potential selling from dealership inventory of over 300 vehicles. Must possess strong people skills, a high level of integrity, and be motivated. Experience in sales is preferred but not required. Employer will train the right person. Base salary plus attractive commission structure; retirement benefits and flexible scheduling available.

Glendive Sales Corporation/Generic application in Tray 1. Return application and/or resume to Job Service. (Mail)

1113797 FOOD SERVICE WORKERS Full-time and part-time openings. Will be scheduled varied days and shifts, with rotation of weekends and holidays. Prior food service experience desirable, but not required. \$8.00 per hour and up, depending on experience.

Glendive Medical Center/Apply on-line: www.gmc.org Go to Careers and then click on Career Opportunities.

1113754 REGISTERED NURSE Full-time position to work in the Surgery Department -- requires on-call hours. Must have current Montana RN license. AORN certification desirable; surgical experience preferred. \$19.03 per hour.

Glendive Medical Center/Apply on-line: www.gmc.org Go to Careers and then click on Career Opportunities.

1113753 DIETARY AIDES Part-time positions working approximately 15 - 20 hours per week. Scheduled hours are from 4 p.m. - 7 p.m., varied days with rotating weekends and holidays. Prior food service experience desired, but not required.

Glendive Medical Center/Apply on-line: www.gmc.org Go to Careers and then click on Career Opportunities.

1113752 LPN Full-time, varied days, working day and afternoon shifts, with rotation of weekends and holidays. Must have current Montana nursing license; previous related experience preferred. New graduates welcome. Competitive wages, with relocation assistance and a sign on bonus also available.

Eastern Montana Veterans Home/Apply on-line: www.gmc.org Go to Careers and then click on Career Opportunities.

1113751 HAB TECH I Part-time position working 3 hours per week; schedule is flexible. Will be working with one individual teaching cooking skills, shopping, meal planning, prep work, etc. Requirements include: valid Montana driver's license; ability to create and carry out social activities with understanding of the individual needs; and ability to pass criminal and motor vehicle background checks. \$8.35 per hour.

Eastern Montana Industries/Company application in TRAY 19, return to Job Service. (Mail)

1113796 TRAINER Part-time, working 15-30 hours per week. Hours and days will vary. Worker must have the ability to be flexible. Employer will provide training. Will perform front desk work, signing up new members, checking in members, exercise instruction and light cleaning. Must be old enough to serve alcohol. Open until filled

Black Bridge Fitness Center/Complete Generic Application (Tray 1) and return to Job Service. (Mail)

1113794 PROGRAM INSTRUCTORS Part-time, **three positions open**. To work 20 - 25 hours per week, Monday - Friday, from approximately 3:00 p.m. - 7:30 p.m. Employer is willing to work around class schedule. Must have a high school diploma or equivalent. Experience preferred in planning, organizing and implementing various educational enrichment activities for youth ages 6 - 18. \$7.50 per hour. Open until filled.

Boys and Girls Club/Generic application available in TRAY 1 at Glendive Job Service, return application to Job Service. (Call)

1113793 COOK'S HELPER Full-time positions working Monday - Friday, 6 - 7 hours per day. Requires High School diploma or equivalent; must pass a fingerprint background check. \$8.25 per hour; benefits include Life/Vision insurance (on employee only), vacation and sick leave. Open until filled.

Glendive Elementary School District/School application available in tray 29; return completed application (must be notarized) to Job Service.

1113792 HEAD COOK Full-time; will work Monday - Friday, 7 - 8 hours per day. Requires High School diploma or equivalent; must pass a fingerprint background check. \$9.08 per hour; benefits include Life/Vision insurance (on employee only), vacation and sick leave. Open until filled

Glendive Elementary School District/School application available in tray 29; return completed application (must be notarized) to Job Service.

1113747 DELIVERY DRIVER/LABORER Full-time, 8 a.m. - 5 p.m., five days per week scheduled Monday through Saturday with one day off during the week. Requires a valid MT driver's license with a clean driving record, ability to lift up to 140 lbs., willingness to learn the business and ability to deal effectively with customers. Pre-employment drug screen will be conducted. Pay will depend on experience. Position is open until filled.

United Building Center/Go directly to UBC to pick up an employment application.

1113692 APPLICATION ENGINEER Full-time position. Requirements include: Bachelor degree in Engineering or equivalent technical background; excellent (verbal and written) communication and presentation skills; high level of mechanical aptitude; and willingness to travel, both within the U.S. and internationally. Sales experience is extremely helpful, though a training assignment will be considered for a candidate with strong technical skills. Competitive starting salary based on experience and qualifications; plus full benefit package. Open until filled.

SRS Crisafulli/Submit resume to resumes@crisafulli.com

1113691 TECHNICAL SALES Full time. Successful candidate will have mechanical or technical school experience. Knowledge of combustion engines, electric motors, hydraulic motors and over-the-counter parts sales greatly valued. Industrial or agricultural background preferred. Must be outgoing, with a positive attitude. On the job and professional training provided as required. Excellent communication skills, particularly phone skills, and a willingness to travel when needed. Salary depends on experience.

SRS Crisafulli/Submit resume to resumes@crisafulli.com

1113690 TERRITORY SALES DEVELOPMENT Full time Responsibilities include business development and sale of pumps, dredges, and power units directly to customers, and through reps, and dealer/distributors; customer technical support and training. After approximately six-months of Glendive-based training in the product line and product applications, plus training as professional salesman, substantial domestic and international travel including trips of two-week duration. Salary depends on experience.

SRS Crisafulli/Submit resume to resumes@crisafulli.com

1113689 DESIGN ENGINEER Full-time, permanent. Requirements include: Bachelor degree in Engineering, or equivalent with up to three years experience and solid foundation of engineering concepts; and practical knowledge of hardware, metal fabrication techniques and general manufacturing practices. Prefer knowledge of hydraulics and fluid-power. Will provide engineering support to Manufacturing and Sales departments. Salary will depend on experience, with full benefits package.

SRS Crisafulli/Submit resume to resumes@crisafulli.com

1113647 HEAD HOUSEKEEPER Full-time Will work varied days with some weekends. No experience needed, employer will train. Shift begins at 8:30 a.m. \$8.00 per hour to start.

Day's Inn/Applicants need to go directly to Day's Inn and talk to Wynette or talk to whomever is at the front desk.

1113688 CHECKOUT SERVICE ASSOCIATES Part-time positions. Requirements include: strong reading, writing and math skills; and ability to lift and move a minimum of 40 pounds to as much as 100 pounds. No experience required, employer will train. \$8.00 per hour to start, plus benefits.

K-mart/Apply on-line at www.kmart.com

1113687 GROUNDS MAINTENANCE WORKER Temporary, full-time for the summer months. Will work Monday - Friday, 8:30 a.m. - 5:30 p.m. Must have the ability to safely operate power equipment. Pay is \$6.55 per hour, and up, depending on experience.

Glendive Sales Corporation/Generic application in TRAY 1, return to Job Service. (Mail)

1113686 RECON TECHNICIAN Enjoy a great working environment with team members, Karen, Stephanie and Vince. Full-time position working 40 hours per week. Must have a valid driver's license with a clean driving record. No experience required. Pay is \$7.00 - \$8.50 per hour, depending on experience. Open until filled.

Glendive Sales Corporation/Generic application in TRAY 1, return to Job Service. (Mail)

1113646 REGISTERED NURSE or LICENSED PRACTICAL NURSE in Circle, Montana. Night shift, 6:45 p.m. – 7:00 a.m., on varied days. Must be licensed. LPN - \$12.25 per hour and up, RN - \$17.25 per hour and up.

McCone County Health Center/To apply, call Tish Guldberg at (406) 485-3381, or, send a resume to P.O. Box 48, Circle, Montana, 59215.

1113645 COOK to start August 15th. Part-time, scheduled Monday - Friday, from 9:00 a.m. - 1:00 p.m. Pay will depend on experience. **Child Care Ministry**/Company application in TRAY 4, return to Job Service. (Mail)

1113644 DISPATCHER in Circle, Montana. Part-time, with possibility of turning into a full-time position. Days and shifts will vary (8:00 a.m. - 4:00 p.m., 4:00 p.m. - 12:00 a.m., or 12:00 a.m. - 8:00 a.m.), and the center is open 7 days per week. Requirements include: valid driver's license; ability to type a minimum of 30 wpm; intermediate computer and data entry knowledge; general office skills; and ability to adhere to all appropriate standards of discretion and confidentiality. Data Entry, Office Grammar/Spelling and Typing tests must be taken through Job Service. Wage depends on qualifications and experience.

McCone County Sheriff's Office/McCone County application in TRAY 10, return application to Job Service. (Mail)

1113643 FLOAT POSITIONS The following openings are for the newly created "Float Pool" -- Registered Nurses, Licensed Practical Nurses and Certified Nurse Aides. Will be assigned a home unit and will cover open shifts as available; will only be paid float pool wages when floating to other assigned units. Differentials for Float positions will be as follows: RN - additional \$3.00 per hour; LPN - additional \$2.75 per hour; and CNA - additional \$2.25 per hour.

Glendive Medical Center/Apply on-line at www.gmc.org Go to Careers and then click on Career Opportunities.

1113642 CORRECTIONAL OFFICER This is for a multi-classification correctional and detention institution for adult misdemeanor and felony offenders, for both the State and the County. Will work varied days and shifts as scheduled. Requirements include: in good physical condition; current driver's license; high school diploma or GED; at least 18 years of age; no convictions; and a U.S. citizen. Must complete Data Entry and Spelling testing at Job Service. \$12.95 per hour to start, with raise after 1 year and completion of Basic Correction/Detention Officer course.

Dawson County Adult Detention/Correction Facility/Job Description, County application, and Authorization Form in TRAY 30. Return application to Job Service. (Mail)

1113495 PHYSICAL THERAPIST – HOME CARE Full-time. Must have current Physical Therapist license, or be eligible for Montana licensure and a valid driver's license. Position requires some travel. Related work experience preferred. \$25.49 per hour and up, depending on experience. Open until filled.

Glendive Medical Center/ Apply on-line: www.gmc.org Go to Careers and then click on Career Opportunities.

EXPERIENCE WORKS is seeking individuals 55 and older needing to update skills in order to re-enter employment. If you are interested, please call Linda Payne at 377-5044.

1113684 SALES CONSULTANT Full Time. Must be motivated with a high level of integrity; possess strong people skills and the desire to succeed in a fun and profitable career. Experience in sales is preferred but not required. Employer will train the right individual. Starting pay is salary with the opportunity to earn bonuses and commission. Earn up to \$70,000 dollars annually and more! Flexible hours, Health insurance and benefits provided.

American Ford Send resume to: American Ford, 100 Ford Ave., Glendive, MT 59330, or call Kyle Johnson at 406-345-3673 or 800-487-FORD.

1113638 CASHIER/SALES ASSOCIATE Part-time. Will be scheduled varied days and shifts, 15-20 hours per week. Requirements include: reliable; ability to operate a cash register; good money handling skills; and excellent customer service skills and habits. Computer experience required. Wage will depend on experience and qualifications. Fuel or health insurance benefits available after one year. Posted until filled.

T & E Whistle Stop/Take completed generic application (Tray 1)to Whistle Stop and TALK TO Evelyn Mort.

1113566 MENTOR Part-time, to work 6 - 9 hours per week. Schedule is flexible. Requirements include: valid Montana driver's license; ability to create and carry out social activities with understanding of the individual needs; and ability to pass criminal and motor vehicle background checks. \$8.35 per hour.

Eastern Montana Industries/Company application in TRAY 19, return to Job Service. (Call)

2711907 LABORERS in Baker, Montana. Two full-time positions. Work schedule will rotate 5 days on and 1 day off, and then 5 days on and 3 days off. Requirements include: ability to be on your feet all day long; CDL, or ability to obtain one; clean driving record; physically fit; and ability to work in all types of weather conditions. Oilfield experience and relocation to Baker would be a plus. \$12.00 - \$14.00 per hour, depending on experience, plus insurance and retirement.

D & M Water Service/Generic application in TRAY 1, return to Job Service. (Mail)

2711906 TANK TRUCK DRIVER in Baker, Montana. Three openings, working 40 – 60 hours per week. Work schedule will rotate 5 days on and 1 day off, and then 5 days on and 3 days off. Requirements include: Class A1 CDL with ALL endorsements; clean driving record; physically fit; and ability to work in all types of weather conditions. \$15.00 - \$22.00 per hour, depending on experience, plus insurance and retirement.

D & M Water Service/Generic application in TRAY 1, return to Job Service. (Mail)

1113682 BARTENDER in Circle, Montana. Full-time or part-time, to work 11 a.m. - 6 p.m. or 6 p.m. - 2 a.m. -- days and shifts are flexible. No experience required, employer will train. Competitive wage to depend on experience.

Corner Bar/Call Glen after 9:00 p.m. at 406-485-2327.

1113559 ADVERTISING SALES PERSONS Full-time or part-time openings in Baker, Culbertson, Forsyth, Glendive, Miles City, Sidney and Williston. Schedule is flexible. Must have previous sales experience and reliable transportation. Spelling and typing tests at Job Service also required. Wage, plus commission, for the first 3 months; after 3 months the pay is straight commission, with unlimited sales potential.

Glendive Broadcasting/Generic application in TRAY 1, return to Job Service. (Mail)

1113487 MEAT CUTTER Part-time position, varied days and shifts. Must be at least 18 years of age. Pay will depend on experience.

Triple T Specialty Meats/Take a completed generic application (TRAY 1) directly to the store.

1113484 RESIDENTIAL SPECIALISTS in Sentinel Butte, North Dakota. Full-time and part-time openings, days and shifts will vary. Requirements include: high school diploma or equivalent; valid driver's license; and enjoy working with youth ages 10 - 18. Supervisory skills are desired. Employer will train. Starting wage is \$8.24 per hour when working Monday - Friday, and \$11.33 per hour when working Saturday and Sunday, plus benefits.

Home on the Range/Company application available from Job Service. (Mail)

1113791 MEDICAL RECORDS CLERK in Circle. Part-time position, 16 hours per week. Employer prefers computer skills, organizational skills, previous work in the health care field and basic office equipment knowledge. Competitive wages; benefits include health insurance, retirement, vacation, and sick pay. \$8.00 per hour and up, depending on experience.

McCone County Health Center/To apply, call Nancy Hansen, CEO at 406-485-3381

1113738 PUBLIC HEALTH NURSE to work 20 - 40 hours per week. Requirements include: currently licensed as Registered Nurse in Montana; valid driver's license; strong skills in nursing assessment and triage, health counseling and advocacy; enthusiasm, energy and self motivation; good organizational and computer skills; and ability to read, write and communicate effectively. Experience in community health or home health is preferred. \$15.00 - \$18.00 per hour, depending on experience; plus benefits. Closes August 15th.

Dawson County Health Department/Job Description and County application in TRAY 7, return to Job Service. (Mail)

1113553 HOUSEKEEPER Full-time, to work 5 days per week, from 8:00 a.m. - 3:00 p.m. Must be able to lift 20 pounds. No experience necessary, employer will train. \$6.55 per hour to start. Open until filled.

Best Western Glendive Inn / Jordan Inn/Apply directly at the front desk.

1113551 LICENSED PRACTICAL NURSE/CLERK Full-time working Monday - Friday, 8:00 a.m. - 4:30 p.m. Requirements include: U.S. citizen; graduate of a school of practical or vocational nursing; current, full, active and unrestricted license as LPN/LVN; and must be proficient in spoken and written English. Salary will depend on experience and education.

Veteran Affairs Community Based Outpatient Clinic/Job Description, Application for Nurses and Declaration for Federal Employment available at Job Service. Return Application, Declaration, Memorandum of Interest that addresses qualification factors, DD-214 (if claiming Veteran preference), and SF-15 (if claiming 10 point Veteran preference) to Job Service. (Mail)

1113549 COOK in Beach, North Dakota. Part time OR Full-time. Hours are scheduled between 8 a.m. and 9 p.m., various days each week. Requires ability to lift 30 pounds. Prior fast-food experience is preferred. Employer will train. Pay depends on qualifications and availability.

Beach Dairy Queen/Call Glen directly (701) 872-4343.

1113548 FRONT COUNTER PERSON in Beach, North Dakota. Part time opening with possibility of working close to full time.

Employer would like applicants to have ability to operate a cash register, make change and handle money. Pay depends on qualifications and availability.

Beach Dairy Queen/Call Glen directly (701) 872-4343.

1113736 DERRICK HANDS and FLOOR HANDS Full-time openings on workover rigs. Will work 50+ hours per week, varied days. Requirements include: valid driver's license; ability to pass pre-employment drug screening; good hand/eye coordination; and stamina and physical strength. Experience on rigs desired. Ride provided to work site; may be occasional overnights. \$15.00 per hour to start.

Basic Energy Services/Generic application in TRAY 1, return to Job Service. (Fax)

1113735 CONSTRUCTION WORKER Full-time, seasonal Construction Hand to work through December. Must have valid driver's license and own transportation; experience in concrete and carpentry work is preferred. Will be doing concrete and carpentry work. Pay depends on experience. Open until filled.

Almond Construction/511g application available in TRAY 1 at Glendive Job Service, return to Job Service.

1113680 STAFF ENGINEER I/II Full-time position. Requires a Bachelor degree in an ABET approved engineering curriculum, or a Bachelor degree in an applicable engineering technology curriculum with Engineer Intern certification. Civil or Mechanical Engineering is preferred. Must possess good communication, human relations and time management skills. Focus will be to develop and maintain a natural gas pipeline flow model for gathering facilities, and make recommendations for enhancements. \$44,500 - \$64,500 depending on experience and qualifications.

Williston Basin Interstate Pipeline Company/Job Description and company application in TRAY 8; return to Job Service, along with a resume and copy of transcripts.

1113679 STAFF ENGINEER I/II Full-time position. Requires a Bachelor degree in an ABET approved engineering curriculum, or a Bachelor degree in an applicable engineering technology curriculum with Engineer Intern certification. Civil or Construction Engineering is preferred. Must possess good communication, human relations and time management skills. Will assist the Pipeline Engineering Manager in the design, installation, operation and maintenance of company pipeline facilities. \$44,500 - \$64,500 depending on experience and qualifications. Open until filled.

Williston Basin Interstate Pipeline Company/Job Description and company application in TRAY 6; return to Job Service, along with a resume and copy of transcripts.

1113788 HOUSEKEEPER Full-time position. Will work varied days and shifts, with rotating weekends and holidays. Previous related experience desirable, but not required. \$8.00 per hour and up, depending on experience.

Glendive Medical Center/ Apply on-line: www.gmc.org Go to Careers and then click on Career Opportunities.

1113787 HOUSEKEEPING HELPERS Part-time, working 16 - 20 hours per week. Will be scheduled from 7:00 a.m. - 8:00 a.m. and again from 3:30 p.m. until completion of work (7:00 p.m. - 8:00 p.m.). Will work varied days with rotation of weekends and holidays. Must have a current/unrestricted Montana driver's license. Previous related experience preferred, but not required. \$7.61 per hour and up, depending on experience.

Glendive Medical Center/ Apply on-line: www.gmc.org Go to Careers and then click on Career Opportunities.

1113786 FOOD SERVICE WORKER Part-time, to work 8 - 20 hours per week. Will be scheduled varied days and shifts, with rotating evenings and weekends. Shifts can be 6:00 a.m. - 2:00 p.m., or split shifts being 8:00 a.m. - 12:00 p.m. and 3:00 p.m. - 7:00 p.m. Prior food service experience desirable, but not required. \$7.69 per hour and up, depending on experience.

Eastern Montana Veterans Home/ Apply on-line: www.gmc.org Go to Careers and then click on Career Opportunities.

1113785 LIVESTOCK YARD MAINTENANCE/CARETAKER needed to work 10 - 30 hours per week on varied days. Also need someone to work on Fridays only. Employer will train. Duties include: livestock yard maintenance; operating skid steer; and processing, feeding, handle and sort cattle. Pay will depend on experience.

Glendive Livestock Exchange/Generic application in TRAY 1, return to Job Service. (Mail)

1113783 SPRAYER HELPERS Part-time, seasonal positions. Work day begins at 5:00 a.m., length of work day is dependant upon weather conditions. (Work may last through September). Requires a valid driver's license and ability to lift 50 pounds. Employer provides training. Will operate all spray equipment, an ATV, and a truck. \$9.00 per hour.

Dawson County Weed District/Generic application in TRAY 1, return to Job Service. (Call)

1113782 COOK Part-time, 9:00 a.m. - 3:00 p.m., 3-5 days per week. Requirements include: high school diploma or GED; must enjoy cooking and working with children; self-motivated; ability to work independently and multi-task; and ability to be on your feet for most

of the work shift. Pay will depend on experience. Position is open until filled.

Kool Kids Child Care/Company application in TRAY 15, return to Job Service. (Mail)

1113631 WAITER/WAITRESS Part-time or Full-time positions. Will work varied days and shifts to include weekends. Pay will depend on experience.

Maddhatters/511g application (TRAY 1 in Glendive), return to Job Service. (Hold)

1113481 CASHIER Part-time position in a Gas Station/Convenience Store/Tire Shop. Will be scheduled day shifts on varied days. This employer provides training, however would like candidates to possess excellent customer service skills and money handling ability. \$6.55 per hour to start, depending on experience. Open until filled.

Berg Tire/Generic application in TRAY 1, return to Job Service. (Mail)

1113479 AUTO & TRUCK MECHANIC Full-time. Will work Monday - Friday, plus scheduled for on-call hours. Requirements include: experience in auto and truck mechanic work; valid driver's license with reasonably clean driving record (no DUI's); and must have own tools. Pay is \$13.00 per hour to start; wage for after hours work will be up to \$25.00 per hour.

Joy's Glendive Service/Complete a generic application in TRAY 1, take application directly to Joy's Glendive Service.

1113780 CASHIERS Part-time and full-time, 16-40 hours per week. Must be able to work all shifts, be customer service oriented and able to lift 50#'s. Background and drug testing required. Benefits to be discussed with employer.

Loaf n Jug/Get company application from Loaf n Jug, return application and resume to Loaf n Jug.

1113546 COUNTER PERSON Part-time position working 25-30 hours per week. Must be 18 years or older to operate a power slicer. Employer will provide training. Pay will depend on experience.

Triple T Specialty Meats/Complete a generic application from TRAY 1, take directly to Triple T.